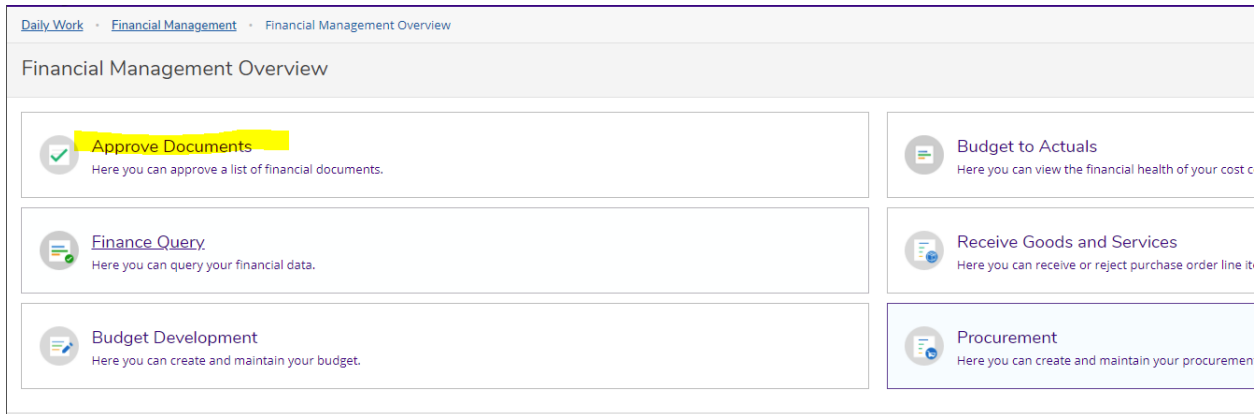## Approving payment requests and PO requests in Self-service

Log in to MyCap and navigate to Financial management. Click on Approve Documents.

Documents to approve will be listed here. Click on the voucher number(1) to be taken to a detail screen.

The attached documentation can be viewed here(2).

Click on the down arrow(3) under line items to see the detail for each line item. If the item will cause an over-budget situation and is allowed, you much check the override budget box(4).

Place a check mark into the Approve box(5) and enter the next approvers name (if more approvals are needed).

Enter a next approver's name if more approvals are needed.

Click Submit(6).
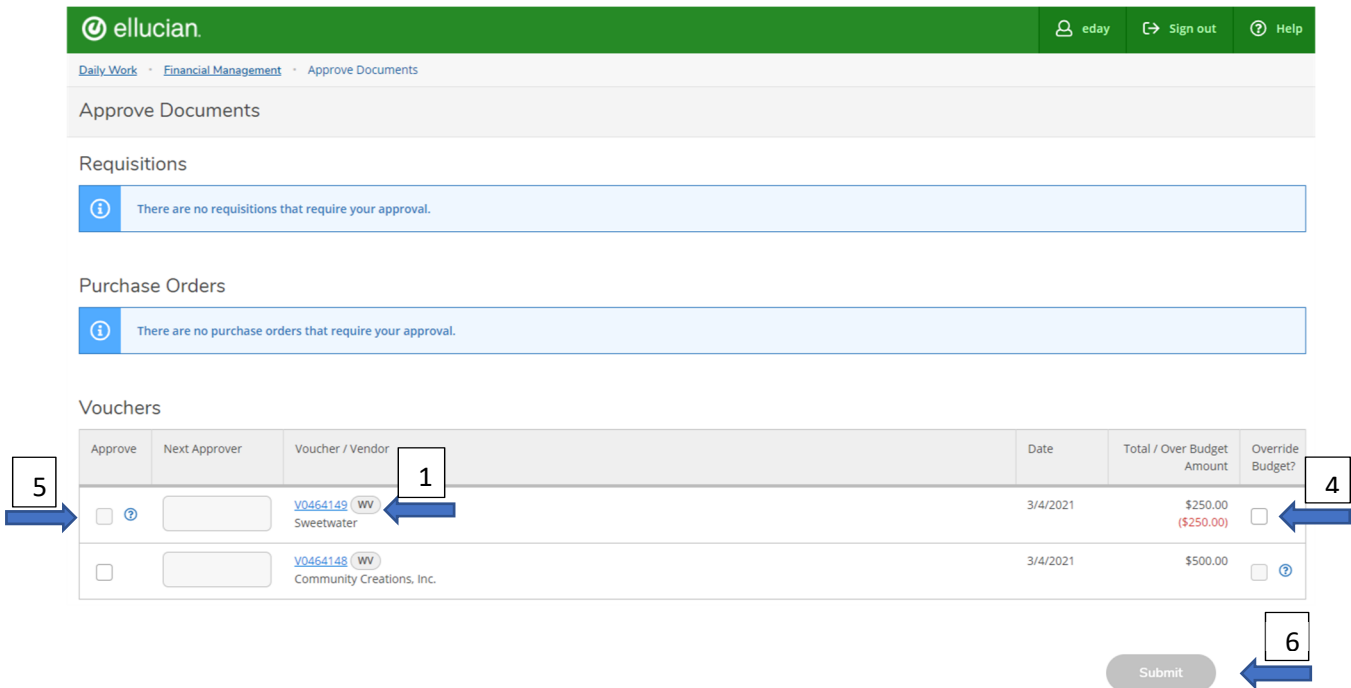
ellucian.   👤 eday   → Sign out   ? Help

Daily Work · Financial Management · Approve Documents

Voucher V0464149

Status	Not Approved	Voucher Date	3/4/2021
Vendor	1516674 Sweetwater	Due Date	3/4/2021
Amount	$250.00	Invoice Number	23510
Maintenance Date	3/4/2021	Invoice Date	3/4/2021
Associated Document		Check Number	
		Check Date	
Attachments	📄 View 1	AP Type	0001 REGULAR A/P

2

Internal Comments		Approvers	Approval Date
		⚠ Eileen Day, Dir. Acct. Operations	Awaiting Approval

3

Line Items	Description	Quantity	Price	Extended Price
⌄ 1	items	10	$25.0000	$250.00

Line Items	Description	Quantity	Price	Extended Price
⌃ 1	items	10	$25.0000	$250.00
⌄ 10-20-211300-63201-00000				
Tax Codes				
Invoice Number	23510			
Tax Form/Box No/State				
Line Item Comments				

There is now a history tab so that you can see what documents you have approved in the past. You can also filter to get a subset, either for a certain vendor or date range.

Approve Documents

Approve   **History**

🔽 Filter

Requisitions

ⓘ There are no matching requisitions that list you as an approver.

Purchase Orders

Purchase Order				Approvers	
P0026358	8/12/2021	Voided	CDW GOVERNMENT	✓ Eileen Day, Dir. Acct. Operations	8/12/2021
P0026296	7/15/2021	Voided	CDW GOVERNMENT	✓ Eileen Day, Dir. Acct. Operations	7/15/2021

|◁ ◁ Page 1 of 1 ▷ ▷|

Vouchers

Voucher				Approvers		
V0473998	7/29/2021	Reconciled	Staples Advantage	✓ Eileen Day, Dir. Acct. Operations	7/29/2021	+1
V0473997	7/29/2021	Paid	Staples Advantage	✓ Eileen Day, Dir. Acct. Operations	7/29/2021	+1